



Health and Safety Protocols Related to COVID-19

Effective June 15, 2021

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Masks & Social Distancing

- Staff
 - All Staff, including those who are fully vaccinated, are required to wear masks while working with individuals.
 - Only disposable, 3-ply masks (that will be provided by Shore) are acceptable.
 - Staff who are fully vaccinated may remove masks if they choose,
 - before and after participants' program hours;
 - when eating/drinking;
 - when in office, meeting, break rooms, outdoors, or other non-clinical (i.e. non-client) space
 - Staff who are *not* fully vaccinated may remove masks in the same situations and conditions above except that they must be conscientious about maintaining social distance (6 feet between yourselves and others).
- Individuals
 - Individuals who are fully vaccinated are not required to wear masks in the program and do not need to socially distance.
 - Individuals who are not fully vaccinated are required to wear masks to the extent they can tolerate them, OR maintain 6' of social distance, and can participate in all group activities.
- Guests and Visitors
 - Guests and visitors are required to wear masks in program spaces during program hours.
 - In meeting rooms and office areas, or before/after hours, guests who are fully vaccinated are not required to wear masks.

Screening Before Entering Shore Programs

Staff, individuals and guests should self-monitor for covid symptoms and not enter any Shore programs if any symptoms are present. There can be more than one program entrance used, as long as staff, individuals, and guests who enter the facility pre-screen for covid symptoms and verify this through the processes described below.

- Staff will monitor for symptoms and will acknowledge they are symptom-free by “swiping” or logging into the daily attendance system.

- Individuals will be asked if they are symptom-free and temperatures will be taken with contactless thermometers since many may be unable to monitor or report symptoms. These screenings will be documented on daily attendance sheets.
- Guests and visitors will sign in and provide a contact phone number, acknowledging they are free from symptoms, not awaiting covid test results, and have not been exposed to person(s) with covid in the past 14 days.

Handwashing and Hand Sanitizing

All Staff, individuals and guests to Shore programs are asked to wash their hands or use hand sanitizer often and specifically when:

- Entering Shore programs;
- Before eating or assisting others with dining;
- After using bathrooms or assisting others in personal care tasks;
- After coughing, sneezing, touching your eyes, nose or mouth.

Program Activities, Interactions, and Routines

Group activities and interactions can resume “normally”. There are no longer capacity restrictions, so people can sit together at tables, use all program spaces, and can visit friends in other rooms and groups.

Individuals and staff can share materials and equipment.

Individuals and staff can bring necessary belongings from home and can store these next to one another. (Lunch boxes, coats, other personal items no longer have to be stored in separate bins or spaces.)

Cooking or Food preparation group activities can resume with (typical) good health and hygiene practices in place, i.e. everyone involved in food preparation will wash their hands before these activities.

Social distancing only needs to be maintained for all persons who are not fully vaccinated and not wearing masks.

Personal Protective Equipment (PPE)

Staff must wear 3-ply, disposable masks while working with individuals or visiting any program rooms and space while individuals are present.

Gloves should be worn when assisting others with personal care but no other PPE is required. Any staff who want to use eyewear, face shields, or protective gowns may do so. (Shore will provide all such equipment.)

No specialized PPE is required when performing aerosolizing procedures (such as nebulizer treatments and suctioning) if the individual is fully vaccinated, asymptomatic, and covid status is negative or unknown/unsuspected.

The only time specialized PPE is required is when interacting with and/or supervising an individual who has covid symptoms and is isolated from others while waiting to leave the program. If this is the case, an N-95 mask, eye protection, isolation gown and gloves should be worn.

Beginning July 1st, N-95 masks should not be reused.

Community Outings

All drivers and passengers (staff and individuals) must wear masks in vehicles, even if they are fully vaccinated.

Hand sanitizers must be kept in vans and should be used by all passengers when they enter and leave the van.

Anyone who cannot wear a mask must be socially distanced from others, with the exception of those who live in the same household.

No one can sit in the middle seat of a bench seat, i.e. only two passengers can be seated on one van bench seat or car backseat.

Individuals who use wheelchairs may use all the tie-downs that the vehicle has, i.e. if a van is equipped with (4) wheelchair tie-downs, (4) individuals may be transported.

Community destinations must be outdoors only.

Vans must be cleaned at the end of each day that they are used. If possible, they should be cleaned between trips when used by different groups.

Cleaning and Disinfecting

All programs will be cleaned and disinfected once per day by cleaning staff who are trained in the use of cleaning supplies and procedures.

Typical good health and hygiene practices should be implemented by program staff and participants, such as:

- Clean tables daily before and after lunches, any other times food is consumed, and at the end of the day.
- Clean high touch surfaces such as door knobs, light switches, shared appliances and equipment at the end of the day.

If there is a confirmed covid-positive case in the program, remove all persons who were in the room with the person if s/he was sick/symptomatic while at Shore and close off the room. Wait at least several hours to clean the room, then clean and disinfect while wearing all recommended PPE.

Covid-19 Scenarios related to Shore persons and program sites.

1. Symptomatic While at Shore:

Staff and guests who become symptomatic while on-site at any of Shore programs will:

- Put on a mask.
- Immediately leave the building, inform their supervisor, go home and self-isolate.
- Consider getting a covid test and/or speaking to their health care practitioner for recommendations.
- Staff who are fully vaccinated may return to work, when they no longer have symptoms, particularly have no fever, and have *not* lost taste or smell sensations. (If these criteria are met, fully vaccinated staff do not need to have a covid test before returning to work.)
- Staff who are not vaccinated and experience symptoms should consider getting tested, inform their healthcare provider and/or their local Board of Health and return to work based on their recommendations.

Individuals who become symptomatic while on-site at any of Shore programs will:

- Put on a mask.
- Isolate from others, i.e. either the person is taken to a separate room or his/her group moves to another room.
- Wait with a designated (vaccinated) staff member for arrangements to be made to go home sick. ** Designated staff should wear a mask (preferably N-95 mask), isolation gown, protective eyewear, and gloves.
- Individuals who have been fully vaccinated may return to Shore when they no longer have symptoms, particularly have no fever, and have *not* lost taste or smell sensations. (If these criteria are met, fully vaccinated individuals do not need to have a covid test before returning to work.)
- Individuals who are not vaccinated and experience symptoms should consider getting tested, inform their healthcare provider and/or their local Board of Health and return to work based on their recommendations.

Positive or Presumed Positive for Covid-19:

Any persons (fully vaccinated or not vaccinated) who test positive or are presumed positive for covid-19 must stay out of work and isolate at home for at least (10) days and until symptom-free for 24 hours.

Shore is required to report positive cases to:

- Guardians
- DDS and/or MassHealth
- Board of Health or DPH Epidemiology Covid unit (617-983-6800).

Possible Exposure/Close Contact with Someone Who has Covid-19

All persons who are fully vaccinated OR have had covid-19 in the last 90 days, and have had close contact with someone who has tested positive for covid-19 (at Shore or outside of Shore):

- May still work and attend Shore if they have no symptoms.
- Are not required to be tested.
- Should monitor themselves closely for symptoms for (14) days from date of contact.

All persons who are not fully vaccinated AND have not had covid-19 in the last 90 days, and have had close contact with someone who has tested positive for covid-19 (at Shore or outside of Shore):

- Must quarantine and not attend/work at Shore for 10 days after contact (if no covid test) or for 7 days after contact (if covid test after day 5 is negative).
- This quarantine period is required even if persons are not symptomatic.
- Staff and individuals should continue monitoring for symptoms for (14) after exposure, even if they have returned to Shore after 7 or 10 days.

Please call Your Program with any questions or concerns.

Shore is required to follow the Massachusetts Executive Office of Health and Human Services (EOHHS) guidance for community day programs. We will revise and update our guidance as the EOHHS guidelines change and permit.

LINKS TO RESOURCES

[Symptom Checker](#)

[CDC Information on Coronavirus](#)

[Mass. Dept of Public Health Info on Coronavirus](#)